Instructions to Log In to the On-line Fire Officer Class

FOR NEW STUDENTS THAT HAVE NEVER USED J B COURSE

As part of your course, we will be using a virtual classroom environment, known as a JBCourse Manager. In order to gain access to this system, you will need to create an account and enroll in your course.

Please pay close attention to the below instructions:

1. Visit http://www5.jbcourse.com

2. Under the heading "*Is this your first time accessing JBCourse Manager?*" click "Create new account"

3. Enter valid information in the text fields from the account creation page, including the image-based password and click "Create my new account"

4. You will receive an email confirming your registration from either "JB Administrator" or "JB Support"

    a. If you do not receive this email within 30 minutes, please check your SPAM and JUNK folders.

    b. If you've still not received it, please contact the Jones & Bartlett Technical Support by submitting a report to: http://www.jbpub.com/techsupport/   (copy and paste into a browser if the link doesn't work)

5. Once you receive it, click the hyperlink in that email to confirm your registration and log in to the site: http://www.jbcourse.com

6. Once logged in, you will be directed to you own personal dashboard, called *myJBCourse*. To the right of the page, click the link titled "Click here to Search For Your Course" (In the Search Courses block)

7. From the next page, enter your Course ID Number into the search box & click GO: **Course ID Number: D8XP1W4361**

8. Locate your course, and click the course/class title (hyperlink)

9. To protect your security online, we have password-protected each individual course – You will need to enter the following "Enrollment Key" in the open box and click *Enroll Me In This Course*: **Enrollment Key: OVPAJREK35WELJID**

Relax! The hard work is now over – The next time you login to the website you'll only need your username and password.

If you need assistance or want to report a problem Jones & Bartlett Technical Support can be reached by submitting a report to: http://www.jbpub.com/techsupport/

FOR RETURNING STUDENTS THAT ARE ALREADY ENROLLED IN
JBCOURSE

1. You only have to follow the above directions the *first time* you create an account

2. To log into your course, visit http://www5.jbcourse.com

3. Under the heading "*Already have a JBCourse Manager Account?*" enter your user name and password

4. Click Login

5. You will be directed to your personal dashboard, called "myJBCourse" You can enter the virtual classroom from here.

Once you are logged in this is the screen you will see. The site navigation should be self-explanatory but if not click on the JBCourseManager User Manual link located in the center panel under the course title.